

## **BYLAWS**

### **U.S. NATIONAL COMMITTEE FOR THE INTERNATIONAL**

### **HYDROLOGICAL PROGRAMME**

#### **I. PURPOSE**

The purpose of the United States National Committee for the International Hydrological Programme (“the Committee”) shall be to advise the U.S. National Commission for the UNESCO (“the U.S. National Commission”) with respect to issues related to the UNESCO International Hydrological Programme (UNESCO/IHP). The Committee will only assist the U.S. National Commission in its consideration of issues and will not report directly to any U.S. Government official entity or to UNESCO.

#### **II. AUTHORITY**

The Committee is established in accordance with 22 U.S.C. 287*o et seq.* as a subgroup of the Natural Science and Engineering Committee of the U.S. National Commission. Amendments to these bylaws (“the Bylaws”) may be proposed by the Committee, the Natural Science and Engineering Committee, the U.S. National Commission, or the State Department’s Bureau of International Organization Affairs and must be approved by the Executive Director of the U.S. National Commission.

#### **III. MEMBERSHIP AND ORGANIZATION**

##### **A. MEMBERSHIP**

The Committee shall consist of at least 12, but not more than 20 regular members, whom the Executive Director of the U.S. National Commission for UNESCO shall appoint as set forth in this Article III of the Bylaws. The Executive Director will consult with the Bureau of Oceans and International Environmental and Scientific Affairs on these appointments.

At least four, but not more than a third, of the Committee members shall be U.S. Government Agencies (“Agency Members”). In addition, the Committee shall include at least two *ex officio* members of the U.S. National Commission (“Commission Members”). The remainder of the Committee members shall be institutions or organizations representing state or local government, non-governmental organizations (NGOs) with expertise in water resource issues, or universities and other educational organizations nominated as set forth in this Article III of the Bylaws. Additional representatives of U.S. Government agencies, members of the U.S. National Commission, or individuals may attend Committee meetings on an ad-hoc basis as deemed appropriate by the Chairperson of the Committee.

Members of the Committee other than Commission Members shall be appointed by the Executive Director of the U.S. National Commission for UNESCO. The Commission Members will be nominated by the Coordinator of the Natural Science and Engineering Committee and confirmed by the Executive Director of the U.S. National Commission for UNESCO.

The term of each Committee member shall be deemed to commence on January 1 on the year of their appointment and shall continue for a term of not more than three years. Members, including Agency Members, wishing to remain on the Committee must seek renewal of their appointment at the end of their term. Members are not term limited.

Vacancies of Committee members shall be filled for the unexpired term according to the procedures set forth in this Article III of the Bylaws. Committee members must inform the Chairperson within ninety days of any change in employment or affiliation that may affect their participation in the Committee.

#### B. DESIGNATION OF OFFICERS

The Committee shall have one Chairperson who serves a two-year term. The Chairperson shall be a full-time or permanent part-time U.S. Government employee appointed from amongst the Agency Members by the Executive Director of the U.S. National Commission for UNESCO, in consultation with the Bureau of Oceans and International Environmental and Scientific Affairs. The Chairperson shall be required to provide administrative support for the Committee.

#### C. SUBCOMMITTEES, PANELS, AND WORKING GROUPS

To accomplish its objectives as appropriate, the Committee may establish subcommittees, panels, and working groups. Such subcommittees, panels, and working groups shall be given terms of reference for specific duties and periods of activity. Any resulting report, advice, or other recommendation must be approved by the Committee and by the U.S. National Commission.

The Chairperson of the Committee shall appoint the chairpersons and members of such subcommittees, panels, and working groups that the Committee may require. The Chairperson of the Committee shall be an *ex officio* member of all such bodies. The Executive Director of the U.S. National Commission must approve the formation of such subcommittees and the appointment of their chairpersons, and must either attend subcommittee meetings or designate a

proxy for the subcommittee, who must be a full-time or permanent part-time U.S. Government employee.

#### **IV. OPERATIONS**

##### **A. FUNCTION OF OFFICERS**

The Chairperson of the Committee shall approve or call each meeting of the Committee, shall approve the agenda, and shall chair each meeting. The Chairperson shall be responsible for keeping minutes for the Committee meetings, and shall provide copies of the minutes to the U.S. National Commission in a timely manner.

If unable to participate in a meeting of the Committee, the Chair may designate another member of the Committee to carry out his/her duties at the meeting.

##### **B. MEETINGS**

It is anticipated that the Committee shall meet as necessary, but not less frequently than once per year.

##### **C. REPORTING**

The Committee shall report to the U.S. National Commission through the Executive Director of the U.S. National Commission. All reports, advice, or other recommendations prepared by the Committee or its subgroups shall be submitted to the U.S. National Commission for independent consideration and approval.

##### **D. FUNCTIONS OF THE COMMITTEE**



The functions of the Committee shall be to provide advice on hydrological issues to the U.S. National Commission for UNESCO in accordance with the Bylaws. Functions of the Committee include:

- Making recommendations on U.S. participation in UNESOC International Hydrological Programme and assisting upon request in the formulation and review of other UNESCO international water resource activities.
- Providing advice on domestic and international activities related to UNESCO programs that advance research, education, or training in water resources sciences or the application of water resources sciences to specific problems.
- Recommending U.S. programs for participation in the UNESCO International Hydrological Programme.
- Providing advice to organizations involved in U.S. participation in UNESCO international water resources activities.

## **V. BUDGET**

Committee members shall bear their own expenses in connection with their participation in the Committee. Committee members are not entitled to compensation and are not entitled to reimbursement for travel, per diem, or other expenses incurred in connection with their duties as Committee members.

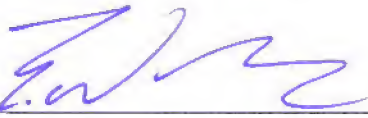
## **VI. TERMINATION**

The Committee shall terminate two years from the date these bylaws are signed, unless it is renewed or extended by the Executive Director if the U.S. National Commission for UNESCO

prior to that date. Members of the National Committee shall be informed in a timely manner of a decision to terminate the Committee.

NOW, THEREBY, these bylaws shall be considered approved by the Department as of this date

Signed:



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Eric Woodard

Executive Director, U.S. National Commission for UNESCO

Date:

4/18/12

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